

COMMISSION MEETING MINUTES
October 14, 2014

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah on October 14, 2014 at 10:00 am. Members present were: Commissioner Louenda H. Downs - Chair, Commissioner P. Bret Millburn, Commissioner John Petroff, Jr., Clerk/Auditor Steve S. Rawlings, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Janet Hanson.

Randy Cook, Davis County Director of Tourism and Events, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Opening of
RFP for
RMPRA Stock
Contractor

Dave Hansen, Davis County Legacy Events Center, explained for the past 16 years the PRCA Rodeo has been at the Davis County Fair. The Rocky Mountain Professional Rodeo Association (RMPRA) is another sanctioning body within our geographic area. They have been comparing the two, doing preliminary work looking at the contestants for both associations, and stock contractors for both. This RFP allows them to look at the price difference for both associations.

Steve Rawlings, Davis County Clerk/Auditor, opened and read the following 2 bids:

	<i>BIDDER</i>	<i>AMOUNT</i>
1.	Circle J Rodeo – Riverton, UT	\$17,500.00
2.	Broken Heart Rodeo Company LLC - West Point, UT	\$15,500.00

Commissioner Millburn confirmed with Dave that Dave will review the submitted RFP’s for content.

Greg Johnson, Davis County Grant Program Coordinator, explained the public hearing is for public comment to amend the 2013-2014 Annual Action Plan for the Community Development Block Grant (CDBG) which allocated funds. This is to increase funds for the Safe Harbor project.

Commissioner Millburn made a motion to open the public hearing. Commissioner Petroff seconded the motion. All voted aye.

Public Hearing

There was no public comment. Greg confirmed no written comments had been received.

Commissioner Millburn made a motion to close the public hearing. Commissioner Petroff seconded the motion. All voted aye.

Resolution
#2013-197C
amending
2013-2014
One-Year
Action Plan for
CDBG funds

Greg presented the following:

Resolution #2013-197C to amend the previously adopted 2013-2014 One-Year Action Plan for Community Development Block Grant (CDBG) funds in the Public Service Building Improvements category, to increase Safe Harbor-Davis Citizen’s Coalition Against Violence allocation from \$25,000.00 to \$37,944.00 for rehabilitation activities at the shelter and for the term of the agreement to be extended to December 31, 2014. The project is for a roof extension and a patio for the residents to enjoy while staying at the facility. Safe Harbor received bids for the project which were over the amount allocated. He explained there were funds not utilized by other entities that year which provides the opportunity to add those unused funds to Safe Harbor.

Commissioner Millburn recused himself from this vote. He currently serves as the Chair of Safe Harbor’s board and recently as the Interim Director. He has signed this request on behalf of Safe Harbor. He explained when Safe Harbor initially submitted their request for CDBG funds for the patio and roof extension they forgot to add some components of the project. When the bids came back they discovered they were short

some dollars. Safe Harbor moved some things around in their existing budget but was still short funds for the project. When they inquired if the CDBG time period could be extended to carry the funds over and roll additional funds forward, Greg indicated there may be more funds available. Thus this request.

Commissioner Petroff made a motion to approve. Commissioner Downs seconded the motion. Commissioners Downs and Petroff voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment
#2013-511A
Safe Harbor
additional
CDBG funding

Amendment #2013-511A with Safe Harbor-Davis Citizen’s Coalition Against Violence to increase their 2013-2014 CDBG funding in the amount of \$12,944.00 for a total amount of \$37,944.00. The extended contract period is July 1, 2013 – December 31, 2014. Commissioner Downs reiterated, for one reason or another, agencies turn-back monies. It is these monies that are being utilized in this particular case. Commissioner Petroff made a motion to approve. Commissioner Downs seconded the motion. Commissioners Downs and Petroff voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-346
DBH for SSBG
funding Latch
Key Program

Agreement #2014-346 with Davis Behavioral Health, Inc. to provide Social Services Block Grant (SSBG) funding for their Latch Key Program. This program teaches skills development and provides skill kits to at-risk children in elementary schools of the Davis School District. It is in the payable amount of \$5,000.00. Contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Memo of
Understanding
#2014-347
HAFB for off-
base housing
assistance

Randy Cook, Davis County Director of Tourism and Events, presented memorandum of understanding #2014-347 with Hill Air Force Base 75 Air Base Wing to establish operating procedures to assist in obtaining pricing for off-base lodging requests in a certain manner. He explained the Base will request quotes for off-base lodging. A city-wide RFP will then be sent to those hotels that are certified and fall under the Base’s list of approved lodging. Those quotes are then provided to the Base to make their decision. This past year the Base has requested 17,000 rooms. Of those 17,000, Davis County has been awarded and booked over 11,000 rooms, which is a 66% booking rate with the Base. There are no funds involved. Contract period is one year from date of signing. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-348
Radiant Design
Systems –
water heater &
storage tank at
DCC

Barry Burton, Davis County Planning Director, presented agreement #2014-348 with Radiant Design Systems, LLC to replace a water heater and storage tank at the Davis Conference Center. There are two systems at the Conference Center. Davis County is paying for the one system which serves the conference center and the kitchen. Western States Lodging will pay for the second system which serves the hotel. The Conference Center is a public and private partnership. Both systems have reached the end of their lifetime. One has actually failed. The payable amount is \$19,592.00. Contract period is 60 days. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Progress on the
construction of
the Kaysville
Branch Library

Barry reported on the construction progress of the Kaysville Branch Library. They are pouring more foundations and are about 75% complete with footings and foundations. Various items to be used in the building are being submitted and approved by the architect. The project is progressing and the weather is cooperating.

Agreement
#2014-349 Best
Friends Animal

Clint Thacker, Davis County Animal Care & Control Director, presented agreement #2014-349 with

Society-Utah to participate in the TNR Pilot Program

Best Friends Animal Society-Utah to form a formal partnership with their TNR (Trap-Neuter-Return) 5-Year Pilot Program. Clint has presented this program to several cities who have indicated they want to participate. There are no funds involved. Contract period is through December 31, 2018. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-350
Mike & Sterling's Flooring America to carpet Dispatch Center

Chief Deputy Kevin Fielding, Davis County Sheriff's Office, presented the following:
Agreement #2014-350 with Mike & Sterling's Flooring America to replace the carpet in the Dispatch Center. They are a sole source contractor due to them having equipment to lift the dispatch consoles to lay the carpet which will allow the Center to stay operational. It is a payable amount of \$13,676.21. Contract period is through project completion. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-351
Legacy Mills & Cabinet restroom vanity tops at Sheriff's Office

Agreement #2014-351 with Legacy Mills & Cabinet to replace 2 restroom counter tops and 2 locker room counter tops in the Sheriff's Office and 3 restroom counter tops in the Work Center with solid surface counter tops. It is a payable amount of \$9,149.00. Contract period is through project completion. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Memo of Understanding #2014-352
Utah Highway Safety Office for safe communities/ Highway safety activities

Lewis Garrett, Davis County Health Department Director, presented the following:
Memorandum of agreement #2014-352 with Utah Highway Safety Office for funding to support the safe communities/highway safety activities. Certified trainers teach citizens how to install car seats safely. It has been found that 50% of car seats are not installed correctly. Car seats are made available at a discounted rate to those who qualify. It is a receivable in the amount of \$10,000.00. Contract period is October 1, 2014 through September 30, 2015. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-353
Molina Health Care for HIPAA's HITECH

Business associate agreement #2014-353 with Molina Healthcare to comply with HIPAA's Health Information Technology for Economic and Clinical Health Act (HITECH). This allows them to share medical information and immunization records. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment #2014-3A
Utah Dept of Health add funding for Immunization Program

Amendment #2014-3A with Utah Department of Health for additional funding to the Immunization Program. It is a receivable in the amount of \$20,000.00. Contract period is September 1, 2014 through December 31, 2014. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Lewis reported the Health Department is ramping up for the influenza vaccinations. The Hill Air Force Base influenza immunization program is for civilian workers, active duty and their dependents on base. The Health Department has received a commendation letter from HAFB medical commander for this program. The military is recommending this program be implemented to bases with local health departments located nearby to implement. The Health Department bills Tri-Care (the insurance system the military uses) for these shots. It is a win-win for everyone.

The State's public health goal is to raise immunization rates in preschool aged children. Davis County has a couple initiatives in trying to help reach that goal. The most encouraging one is linking the Immunization Program with the WIC Program. The records are cross checked during WIC appointments and they can get their required immunizations at the same time.

Resolution #2014-354 authorizing Director of IS to sign Apple Developer Program legal agreements

Explanation of Public Hearing regarding the opening of the General Fund

Public Hearing

General Fund, Fund 10, budget changes

Commissioner Downs commended Lewis for being on the cutting edge of ways in which we can partner and help serve and support the military. Lewis said the Base has also been a great partner in providing assistance. One instance was when they brought their mobile lab to help identify an unknown powdery substance. He indicated the partnership goes both ways.

Mark Langston, Davis County Information Services Director, presented resolution #2014-354 authorizing the Director of Information Services to sign Apple Developer Program legal agreements. An authorization letter was signed in last week’s meeting but Apple is requiring a more formal document. This allows on-line authorization of applications being developed. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Steve Rawlings, Davis County Clerk/Auditor, explained twice a year it has been the practice to bring to the Commission budget changes that have taken place during the year. He indicated Curtis, who will be presenting, has a few budget changes related to the General Fund (Fund 10) which the Utah Code requires a public hearing. Following the public hearing there are a number of entries (budget changes) related to other funds that require a budget opening and an approval from the Commission. All of the budget changes, with one exception, have been previously approved by the Commission, in detail, during previous Commission meetings. There is one item Curtis will be presenting which has not been presented previously.

Commissioner Petroff made a motion to open the public hearing. Commissioner Millburn seconded the motion. All voted aye. Commissioner Downs indicated it is pursuant to Section 17-36-26 UCA 1953.

Curtis Koch, Davis County Clerk/Auditor Chief Deputy Audit/Finance, presented for consideration in the General Fund, Fund 10, budget change (17074) to adjust payroll and benefits in the Justice Court payroll for \$32,963.00 and benefits by \$26,409.00. An increase in Building and Grounds Maintenance (17604) from a \$10,000.00 private donation which was used for a slurry seal of the Animal Control parking lot. Additional beer tax funds (17774) in the amount of \$6,000.00 were received which are being used to increase the equipment budget. Additional funding from the JAG grant (17775) which is being used to increase equipment and miscellaneous supplies by \$7,500.00. In contributions for art is a donation from Chevron(17820) for \$15,000.00 which increased miscellaneous supplies. These include all of the budget changes to Fund 10, General Fund, from January 1, 2014 through today.

MJE	Account #	Increase	Decrease	Reason	Account Name	Rev/Exp
FUND 10						
17074	10-4122-110	32,963		Restore Court Clerk IV position to J.C.	Payroll	E
	10-4122-130	26,409			Benefits	E
17604	10-3690-254	10,000		Private Donation for Parking Lot Slurry Coat	Private Contributions	R
	10-4253-260	10,000			Building & Grounds	E
17774	10-3360-000	6,000		Addl beer tax funds to purchase k9 Carlos	Sheriff DUI	R
	10-4210-740	6,000			Equipment	E
17775	10-3322-000	7,500		JAG grant for purchase of 37MM Multi Launcher and	Block Grant Award	R
	10-4230-690	850		purchase of k9 Carlos	Equipment	E
	10-4230-610	2,650			Misc Supplies	E
	10-4210-740	4,000			Equipment	E
17820	10-3690-200	15,000		Purchase of 2014 artwork--Chevron Donation	County Art Contribution	R
	10-4150-610	15,000			Misc Supplies	E

Commissioner Millburn noted Steve had pointed out these budget changes have already been addressed in preious Commission meetings. There are no surprises.

Public Hearing closed

Commissioner Millburn made a motion to close the public hearing. Commissioner Petroff seconded the motion. All voted aye.

Commissioner Petroff made a motion to approve the budget changes. Commissioner Millburn seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Additional budget changes in Fund 11, Fund 15, Fund 18, Fund 19, Fund 23 and the creation of Fund 26.

Curtis presented, as shown on the screen, additional budget changes in Fund 11 and Fund 15 which were additional revenues received offsetting expenses to those revenues were outlined. Fund 18 there were 2 opportunities to make improvements of existing parking lots and move forward on the master plan of the Events Center. Fund 19 was additional revenue and off-setting expenses. Fund 23 (Library) an increase in revenue with off-setting expenses. He is recommending a creation of a new fund, Fund 26, which will be titled Tax Pass Through. These are dollars from the Corridor Preservation Fund. The County levies the tax (puts the tax in place) but the State controls how that spending occurs. We have that with some UTA dollars; we also have that with Corridor Preservation. Rather than showing the County controls the expenditure of those dollars, it is recommended Fund 26 be established and a Corridor Preservation Department be established. In the future, a fund will be established for a UTA Department for those monies to flow in to and out of. It will be a zero balance in that fund. This way it is not recognized as General Fund dollars which would inflate our General Fund and misrepresent what is really going on. Commissioner Petroff made a motion to approve the establishment of Fund 26, the transfer of those funds and include the budget changes as outlined. Commissioner Millburn seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor. Commissioner Downs suggested another column be added to the spreadsheet to note the date a budget change was originally submitted and approved in Commission Meeting. Curtis indicated it can and will be done.

FUND 11						
16415	11-3340-600	18,200		Ammdement to Program Funding for 2014	Senior Medicare Patrol	R
	11-3340-900	5,500			RSVP	R
	11-3340-100	25,000			Cash-in-lieu Meals	R
	11-4980-231	998			Mileage	E
	11-4980-246	999			Food Purchases	E
	11-4980-610	1,000			Misc. Supplies	E
17354	11-3313-000	36,000		LIHEAP Ammdement for WX Field Guide & Exam Proctoring 2014-127	LIHEAP	R
	11-4981-330	36,000			Education / Training	E
17540	11-3313-100	30,000		Addl LIHEAP from Stae to create CRISIS Fund 2014-218	LIHEAP-CRISIS	R
	11-4981-610	30,000			Misc Supplies	E
FUND 15						
16414	15-3317-012	3,500		Additional NACCHO / MRC Revenue & Expenses	NACCHO	R
	15-4315-110	3,500			Payroll	E
16416	15-3340-056	23,730		Addl 2014 fudning for Immunization, STD/TB.HIV/AIDS	Immunization	R
	15-3340-052	6,922			STD/TB/HIV/AIDS	E
	15-4314-250	23,730			Operating supplies	E
	15-4314-230	1,000			travel	E
	15-4314-610	4,000			Misc. Supplies	E
	15-4314-620	1,922			Misc. Services	E
16648	15-3316-012	33,500		New NACCHO Funding for HD Process Improvement	NACCHO	R
	15-4320-110	1,293			Payroll	E
	15-4320-130	952			Benefites	E
	15-4320-230	3,500			Travel	E
	15-4320-231	424			Mileage	E
	15-4320-610	11,431			Misc. Supplies	E
	15-4320-620	15,900			Misc. Services	E
16783	15-3340-051	10,000		HPV Funding Increase	PPHF	R
	15-4314-110	9,250			Payroll	E
	15-4314-231	500			Mileage	E
	15-4314-330	250			Education / Training	E
16784	15-3462-000	130,000		Increase in I/M revenue that was underbudgeted. Payment to Worldwode (I/M Testing) not budgeted	I&M Local Fees	R
	15-4312-620	96,000			Misc.Services	E

on file in the office of the Davis County Clerk/Auditor.

Commissioner
comments

Commissioner comments:

Commissioner Millburn asked, “Where did summer go?” He is not ready for the cold that is coming.

No public comments.

Meeting adjourned.

Clerk/Auditor

Chair